

BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION

POLICY AND PROCEDURE No. 03-018

Tobacco-Free Environment Policy

Narrative: Funding by the tobacco industry is incompatible with that of the Butte County Children and Families Commission. Therefore, be aware that agencies receiving funds from the tobacco industry are not eligible to receive funds from the Butte County Children and Families Commission.

POLICY: All agencies receiving Butte County Children and Families Commission funding must provide proof, in written format, of an established, comprehensive tobacco-free policy prior to receipt of funds. This policy shall prohibit the use of tobacco products, at any time, in agency vehicles, buildings, and property. The policy shall have clear procedures for implementation, protocols for monitoring compliance, reporting of violations and instituting sanctions.

As written in the California First 5 Guidelines document, all agencies should follow the “Tobacco Use” guidelines for implementing “Proposition 10,” the California Children and Families Act (pages 124-126). Special attention should be given to Objectives for Consideration and Strategies and/or Planning Considerations. (See Attachment A, California First 5 Guidelines “Tobacco Use”).

PROCEDURES: The following activities should be included in the implementation of the policy:

- a) Information about the policy and enforcement procedures shall be clearly communicated by agency administrators to staff, parents, and/or clients of the program. (See Attachment B, “Sample Policy” and Attachment C “Complaint Follow Up Guidelines for Second Hand Smoke”).
- b) All agency worksites must be in compliance with AB-13 (the California Smoke-Free Workplace Law) and with the State of California Labor Code Section 6404.5. The Butte County Department of Public Health enforces these laws. (See Attachment C, Tobacco Enforcement Protocol).
- c) Information about smoking cessation and support programs shall be made available and promoted

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- by agency staff for, parents and/or clients at intake, and on a continuing basis when appropriate. The Butte County Department of Public Health, American Lung Association and/or American Cancer Society will provide training to all programs funded by the Butte County Children and Families Commission. Training will include education about the harmful effects of tobacco and local cessation resources. (See Attachment D, Local Listings of Tobacco Cessation and Education Resources).
- d) Information and materials about the effects of secondhand smoke on children shall be provided to Butte County Children and Families Commission funded programs through a training offered by the Butte County Department of Public Health. In turn this information will be relayed to parents, and/or clients by the funded agency or organization.
- 3) The agency shall continuously encourage families with small children not to smoke whenever and wherever children are present, including homes, cars, and even outdoors. (See Attachment E, "Smoke-Free Homes and Cars").

The funded agency shall complete and have signed by their Director, Program Manager, Manager or Legal Representative, the Tobacco-Free Environmental Certification acknowledging that the agency has been duly notified of this policy, understands the policy, and will conform to the Tobacco-Free Environment Policy.

EFFECTIVE DATE: January 16, 2004

Adopted on January 16, 2004, in Oroville, California.

Dr. Mark Lundberg, Chair
Butte County Children and Families Commission

Date